

PERSONNEL

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25X1A

- (f) if the employee must report in person to any components on the last workday, provide Form 21, Final Clearance Record, and request that the individual report to those offices and return to the Personal Affairs Branch with the completed form;
- (g) review the completed Form 21 to ensure that all required clearances have been properly verified or certified, complete the certification in the space provided at the bottom of Form 21, and forward the form, and when appropriate, Standard Form 2802, to the Office of Finance for retention;
- (h) forward the Form 642, Personnel Emergency and Locator Record, amended if necessary, to the Transactions and Records Branch, Control Division, Office of Personnel where the information is coded and sent to the Office of Data Processing.

- (3) The Professional Placement Branch will, upon receipt of notification from the administrative officer, schedule and conduct the preexit interview for an employee in grade GS-07 and above.

- (4) The Clerical [REDACTED] stances, [REDACTED] schedule and conduct the preexit interview for an employee in grade GS-06 and below.

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- (5) The Office of Finance will arrange to pay the individual any moneys due and arrange for repayment if money is owed the Agency.

*Should be  
same as PPB  
now that we  
intend to go back  
in business of  
inter moving off  
SS-6 & below*